

NSHS ESC MEETING MINUTES for 09 November 2000

MISSION STATEMENT

We provide education, training, information, and program management in health care delivery to enable uniformed services personnel to meet their mission in war and peace.

MEETING OBJECTIVES:

1. Prioritize teams recommendations
2. Retreat update

LEADER: CAPT Wynkoop

FACILITATOR: CDR Whalen,

MR Kirkbride

TIME:

FROM: 0900

TO: 1000

MEMBERS PRESENT

- CAPT Wynkoop
- CAPT Younger
- CAPT Welbourn
- CAPT Miller
- HMCM Castillo
- LT Miller

- CDR Hearin
- MR Behnke
- CDR Bryson
- MR Dumbeck
- HMC Hollinger
- HM1 Silva

MEMBERS NOT PRESENT

- CAPT Labow
- CDR Luke

AGENDA ITEM (Attached)	COMMENTS / CONCLUSIONS ACTIONS (IF ANY)	PERSON(S) RESPONSIBLE	BY WHEN
Feedback and review of minutes	The CO opened the meeting with a review of the agenda and assigned Mr. Dumbeck as the timekeeper. The CO shared the latest information concerning HPSP tuition with the ESC members.	CAPT Wynkoop	
Recommendation and metric's from the three chartered team	The CO opened the discussion of the recommendations and metric's from the three-chartered team. It was decided that: <ul style="list-style-type: none"> • LCDR Linnville would head up a team based on the Customer Focus Team recommendations. • Paper-less Command will be looked into at a later date. LT Leonard is tasked to look at BUMED's progress for a paper-less Command with documentation and e-Prism's paperless format. • LT Leonard will be tasked to look at the ISEB process for improvement. The three teams need to be recognized at the next award ceremony.	CAPT Wynkoop	
ESC Retreat 19, 20, 21 November 2000	It was determined that only ESC members need to attend Sunday evening 19 Nov 00. The Myers Briggs and KAI were handed out to ESC member. An agenda will be e-mailed to ESC members at a later date. ACTION ITEM: Myers Briggs and KAI need to be returned to Mr. Kirkbride by close of business 13 Nov 00.	CAPT Wynkoop	
ISO 9001	A strawman of the Quality Manual in support of the ISO 9001 certification was handed out to the ESC members. CO asked that each ESC member read through the Quality Manual prior to the retreat.	CAPT Wynkoop	

Wrap-up and set agenda	Next scheduled ESC meeting is 7 December 2000. An agenda will be developed at a later date.	CDR Whalen	
Open Action Items	ACTION ITEM Directors are to identify process within their directorate and identify which are critical/non critical and ones that are good /needs work by 17 October 2000.	Directors	